

1
2
3 AGREEMENT
4

5 between the
6

7 CITY OF LINWOOD
8

9 ATLANTIC COUNTY, NEW JERSEY
10

11 And

12 LINWOOD UNIFORMED FIREFIGHTERS ASSOCIATION

13 LOCAL UNION #4370

14 INTERNATIONAL ASSOCIATION OF FIRE FIGHTERS

15 AFL-CIO, CLC
16

17 JANUARY 1, 2010 through DECEMBER 31, 2014
18
19
20
21
22
23
24

TABLE OF CONTENTS

<u>ARTICLE/TITLE</u>	<u>PAGE</u>
ARTICLE I	5
PURPOSE.....	5
ARTICLE II	5
EMPLOYEE REPRESENTATIVE AND EMPLOYEE CLASSIFICATIONS	5
ARTICLE III	6
GRIEVANCE PROCEDURE	6
ARTICLE IV	10
NON-DISCRIMINATION	10
ARTICLE V	10
BULLETIN BOARDS	10
ARTICLE VI	11
MANAGEMENT RIGHTS	11
ARTICLE VII	13
OUTSIDE EMPLOYMENT	13
ARTICLE VIII	13
EXCHANGE OF SHIFTS	13
ARTICLE IX	14
STRIKES AND LOCKOUTS	14
ARTICLE X	14
HOLIDAYS	14
ARTICLE XI	16
VACATIONS	16
ARTICLE XII	18
PERSONAL DAYS	18
ARTICLE XIII	19
WORK WEEK AND STAFFING	19
ARTICLE XIV	20
SICK LEAVE	20
ARTICLE XV	23
FUNERAL LEAVE	23
ARTICLE XVI	24
INJURY LEAVE	24
ARTICLE XVII	26
LEAVE FOR I.A.F.F. MEETINGS	26

1	ARTICLE XVIII	27
2	LEAVE OF ABSENCE	27
3	ARTICLE XIX	31
4	SALARIES	31
5	ARTICLE XX.....	32
6	E.M.T. ALLOWANCE.....	32
7	ARTICLE XXI	33
8	OVERTIME.....	33
9	ARTICLE XXII.....	35
10	LONGEVITY	35
11	ARTICLE XXIII	36
12	ACTING CAPTAIN.....	36
13	ARTICLE XXIV	37
14	COLLEGE ALLOWANCES.....	37
15	ARTICLE XXV	39
16	HOSPITALIZATION INSURANCE	39
17	CLOTHING ALLOWANCE	41
18	ARTICLE XXVII.....	42
19	COURT APPEARANCES.....	42
20	ARTICLE XXVIII	42
21	DUES DEDUCTION AND AGENCY SHOP	42
22	ARTICLE XXIX	44
23	DISCIPLINARY PROCEDURES	44
24	ARTICLE XXX.....	45
25	PERSONNEL FILES.....	45
26	ARTICLE XXXI	46
27	MISCELLANEOUS	46
28	ARTICLE XXXII.....	48
29	NON-UNION EMPLOYEES AND SENORITY	48
30	ARTICLE XXXIII.....	48
31	FULLY-BARGAINED AGREEMENT	48
32	ARTICLE XXXIV.....	50
33	DURATION OF AGREEMENT	50
34		
35	JOB DESCRIPTION: FIREFIGHTER.....	51
36	JOB DESCRIPTION: CAPTAIN	52
37		
38		
39		

1 AGREEMENT

2 This agreement entered into this _____ day of _____, 20____, by and
3 between the CITY OF LINWOOD, in the County of Atlantic, a Municipal Corporation of the
4 State of New Jersey, hereinafter called the “City”, and the International Association of Fire
5 Fighters Local #4370 duly appointed representative of the Linwood Uniformed Firefighters
6 Association, hereinafter called the “Association”, represents the complete and final
7 understanding on all bargainable issues between the City and the Association.

1 ARTICLE I

2 PURPOSE

3 This Agreement is entered into pursuant to the provision of Chapter 123, Laws of 1974
4 (N.J.S.A. 34:13A-5.1, et seq.) of the State of New Jersey to promote and ensure harmonious
5 relations, cooperation and understanding between the City and the Employees; to provide for the
6 resolution of legitimate grievances, and; to prescribe the rights and duties of the City and
7 Employees, all in order that the public service shall be expedited and effectuated in the best
8 interest of the people of the City of Linwood.

9
10
11 ARTICLE II

12 EMPLOYEE REPRESENTATIVE and EMPLOYEE CLASSIFICATIONS

13 A. Majority Representatives and EMPLOYEE CLASSIFICATIONS

14 1. The City hereby recognizes the Association as the sole and exclusive negotiating agent and
15 representative for all full and regular part time paid firefighter employees of the City of
16 Linwood. The Association shall have all the rights and privileges pursuant to N.J.S.A. 34:a-5.1,
17 et seq.

18 2. The title Firefighter shall be defined to include the plural as well as the singular and to
19 include males and females, can be used interchangeably with the term employee and whose
20 duties are described in Appendix A. Job Description: Firefighter.

21 3. Where full-time firefighter is specified in this Agreement it shall mean those firefighters
22 employed by the City on a full-time basis.

23 4. Where part-time firefighter is specified in this Agreement, it shall mean those firefighters
24 employed by the City on a regular part-time firefighter basis.

5. Captain shall refer to the City's appointed supervisor whose duties are described in Appendix B. Job Description; Captain. The Captain shall directly participate with the City's Public Safety Committee or its survivor committee on Fire Department related issues.

B. Delegates

1. One (1) Delegate or alternate, named by the Linwood members of the Association, shall be excused by the Captain to attend regular meetings of the Association which occur monthly, providing that there is coverage on that particular shift.

2. It is understood that the delegate or alternate shall return to duty immediately following said meeting.

3. In the event that the delegate is unavailable due to illness, or on vacation, the alternate shall assume his duties and attend such meetings.

4. The name of the Delegate and his alternate shall be registered with the Governing Body and with the Captain.

5. An employee attending any meeting covered by this Article on his off-duty time shall do so voluntarily. The employee and the Association understand and agree that any such off-duty time spent shall not be compensated by the City and shall not be considered "compensable hours" pursuant to the Fair Labor Standards Act.

ARTICLE III

GRIEVANCE PROCEDURE

1 A. The purpose of this procedure is to secure, at the lowest possible level, an equitable solution
2 to the problems which may arise affecting the terms and condition of employment under this
3 Agreement.

4
5 B. Nothing herein shall be construed as limiting the rights of any employee having a grievance
6 to discuss the matter informally with any appropriate member of the Department.

7
8 C. 1. With regard to employees, the term "grievance" as used herein means an appeal by any
9 individual employee or the Association on behalf of an individual employee or group of
10 employees, from the interpretation, application or violation of policies, agreements, and
11 administrative decisions affecting them.

12 2. With respect to employee grievances, no grievance may proceed beyond Step Four herein
13 unless it constitutes a controversy arising over the interpretation, application or alleged violation
14 of the terms and condition of the Agreement. Disputes concerning terms and condition of
15 employment controlled by statute or administrative regulation, incorporation by reference in this
16 Agreement, either expressly or by operation of law, shall not be processed beyond Step Four
17 herein.

18
19 D. The following constitutes the sole and exclusive method for resolving grievances between the
20 parties covered by the Agreement, and shall be followed in its entirety unless any step is waived
21 by mutual consent.

22 Step One: The aggrieved or the Association shall institute action under the provisions
23 hereof within fifteen (15) calendar days after the event giving rise to the grievance has
24 occurred or knowledge thereof, and an earnest effort shall be made to settle the differences

1 between the aggrieved employee and the Captain for the purpose of resolving the matter
2 informally. Failure to act within said fifteen (15) calendar days shall be deemed to constitute
3 an abandonment of the grievance.

4 Step Two: If no agreement can be reached orally within ten (10) work days after the initial
5 discussion with the Captain pursuant to Step 1, the employee or Association may present the
6 grievance in writing within ten (10) work days thereafter to the Chief of the Department and
7 Captain. The written grievance at this Step shall contain the relevant facts and a summary of
8 the preceding oral discussion, the applicable Section of the contract violated, and the remedy
9 requested by the grievant. The Captain will answer the grievance in writing within ten (10)
10 work days of receipt of the written grievance.

11
12 Step Three: If the employee or Association wishes to appeal the decision of the Captain,
13 such appeal shall be presented in writing to the Chief of the Department and City
14 Administrator within ten (10) work days thereafter. This presentation shall include copies of
15 all previous correspondence relating to the matter in dispute. The City Administrator shall
16 respond, in writing, to the grievance within twenty (20) work days of the submission.

17 Step Four: If the employee or Association wishes to appeal the decision of the City
18 Administrator, such an appeal shall be presented in writing to the City Council within ten (10)
19 work days thereafter. This presentation shall include copies of all previous correspondence
20 relating to the matter in dispute. The City Council shall respond, in writing to the grievance
21 within thirty (30) work days of the submission. City Council may act as a whole, or by the
22 President of Council or his designee in the sole discretion of the President.

1 Step Five: If the grievance is not settled through Steps One, Two, Three and Four, either
2 party shall have the right to submit the dispute to arbitration pursuant to the rules and
3 regulations of the Public Employment Relations Commission with ten (10) work days after
4 receipt of the response from the City Council. The costs for the services of the arbitrator shall
5 be borne equally by the City and the employee or Association. Any other expenses, including
6 but not limited to the presentation of witnesses, shall be paid by the parties incurring same.

7
8 E. 1. The parties direct the arbitrator to decide, as a preliminary question, whether he has
9 jurisdiction to hear and decide the matter in dispute.

10 2. The arbitrator shall be bound by the provisions of the Agreement and the Constitution
11 and Laws of the State of New Jersey, and be restricted to the application of the facts
12 presented to him involved in the grievance. The arbitrator shall not have the authority to add
13 to, modify, detract from or alter in any way the provisions of the Agreement or any
14 amendment or supplement thereto. The decision of the arbitrator shall be final and binding.

15
16 F. Upon prior notice to and authorization of the City Administrator, the designated Association
17 Representative shall be permitted as members of the Grievance Committee to confer with the
18 employees and the City and specific grievances in accordance with the grievance procedure set
19 forth herein during work hours of employees, without loss of pay, provided the conduct of said
20 business does not diminish the effectiveness of the City of Linwood Fire Department.

21
22 G. The time limits expressed herein shall be strictly adhered to. If any grievance has not been
23 initiated within the time limits specified, then the grievance shall be deemed to have been
24 abandoned. If any grievance is not processed to the next succeeding step in the grievance

1 procedure within the time limits prescribed there under, then the disposition of the grievance at
2 the last preceding step shall be deemed to be conclusive. If a decision is not rendered within the
3 time limits prescribed for decision at any step in the grievance procedure, then the grievance
4 shall be deemed to have been denied. Nothing herein shall prevent the parties from mutually
5 agreeing to extend or contract the time limits for processing the grievance at any step in the
6 grievance procedure.

7 8 9 ARTICLE IV

10 NON-DISCRIMINATION

11 A. The City and the Association agree that there shall be no discrimination against any
12 employee because of race, creed, color, religion, sex, national origin or political affiliation.

13
14 B. The City and the Association agree that all employees covered under this Agreement have
15 the right without fear of penalty or reprisal to form, join and assist any employee organization or
16 to refrain from any such activity. There shall be no discrimination by the City or Association
17 against any employee because of the employee's membership or non-membership or activity or
18 non-activity in the Association.

19 20 21 ARTICLE V

22 BULLETIN BOARDS

23 A. The Association shall have the use of the bulletin board in the Fire Department Office for the
24 posting of notices relating to meetings and official business of the Association only.

1 B. Only material authorized by the signature of the Association President, Delegate or
2 Secretary/Treasurer shall be permitted to be posted on said bulletin board.

3
4
5 ARTICLE VI

6 MANAGEMENT RIGHTS

7 A. The City of Linwood hereby retains and reserves unto itself, without limitation, all powers,
8 rights, authority, duties and responsibilities conferred upon and vested in it prior to the signing of
9 the Agreement by the laws and Constitution of the State of New Jersey and of the United States,
10 including, but without limiting the generality of the foregoing, and following rights:

- 11 1. The executive management and administrative control of the City Government, all of
12 its properties and facilities, and the activities of its employees;
- 13 2. Hiring and firing of all employees in accordance with the limitations of law;
- 14 3. Appeals shall be subject to grievance procedures;
- 15 4. Determination of qualifications for employment and conditions for continued employment
16 or assignment;
- 17 5. To promote, transfer, demote or terminate employees;
- 18 6. To lay off and/or discontinue jobs;
- 19 7. To maintain efficiency in its operations;
- 20 8. To determine the methods, means, processes and personnel by which its operations are
21 to be conducted;
- 22 9. To make rules and regulations governing conduct and safety;
- 23 10. To schedule hours of works;
- 24 11. To take all disciplinary action inclusive of but not limited to suspension or discharge;

1 12. To take all necessary action to provide necessary service to the public in emergency
2 situations;

3 13. To exercise complete control and discretion over the organization of the city, its
4 departments and employees and the technology of performing the work of the City and
5 departments. The exercise of any power, right, authority or responsibility of the City,
6 regardless of whether specifically hereinbefore enumerated and the adoption of policies,
7 rules, regulations and practices in the implementation thereof and the use of judgment and
8 discretion in connection therewith shall be limited only by the specific and express written
9 terms of this Agreement and conformity with the Constitution and Laws of the State of
10 New jersey and of the United States.

11 B. In the exercise of the foregoing powers, rights, authority, duties and responsibilities of the
12 City, the adoption of policies, rules, regulations and practices and the furtherance thereof, and the
13 use of judgment and discretion in connection therewith, shall be limited only by the specific and
14 express terms of this Agreement and then only to the extent such specific and express terms
15 hereof are in conformance with the constitution and the laws of New Jersey and of the United
16 States.

17
18 C. Nothing contained herein shall be construed to deny or restrict the City of its rights,
19 responsibilities and authority under R.S. 40A, or any other national, state, county or local laws or
20 regulations. The City will not establish new rules or regulations or modify existing rules and
21 regulations without prior consultation with the Association.

1 The parties agree that the Captain and other officers shall exercise their supervisory duties
2 faithfully, irrespective of the fact that they have or may have maintained affiliation with the
3 Association.

6 ARTICLE VII

8 OUTSIDE EMPLOYMENT

9 A. Employees shall be entitled to engage in any lawful activity and obtain any lawful work
10 while off-duty.

12 B. It is understood that the full-time employees will consider their position with the City as their
13 primary job. Any outside employment must not interfere with the employee's efficiency in his
14 position with the City and must not constitute any conflict of interest.

16 C. No employee planning to or engaging in outside employment during the off-duty hours shall
17 be permitted to wear the regulation City uniform.

18 D. All outside employment for full-time employees shall be listed with the City Clerk , shall
19 conform to the provisions of Paragraph B herein and shall be approved by the Governing body.

22 ARTICLE VIII

23 EXCHANGE OF SHIFTS

1 A. The Captain, at his sole discretion, may grant reasonable requests of employees to exchange
2 shifts with other employees. Under no circumstances will employees be permitted to exchange
3 shifts if such exchange would entitle either employee to receive overtime.

4
5 B. The City and the Association understand and agree that all time worked pursuant to an
6 exchange of shifts shall not constitute “compensable” hours for the purposes of overtime
7 pursuant to the Fair Labor Standards Act.

8
9
10 ARTICLE IX

11 STRIKES and LOCKOUTS

12 A. The Association and employees assure and pledge to the City that their goals and purposes
13 are such as to condone no strikes by employees nor work stoppages, slow-downs, or any other
14 such methods which would interfere with services to the public or violate the Constitution and
15 laws of the State of New Jersey. The Association and employees will not initiate such activities
16 nor advocate or encourage other employees to initiate the same, and the Association and
17 employees will not support any member of this organization acting contrary to this provision.

18 B. In exchange for the Association agreeing to Article IX, Section A above, the City agrees that
19 it will not lockout employees during the term of this Agreement.

20
21
22 ARTICLE X

23 HOLIDAYS

A. All full-time employees covered by this Agreement shall receive fourteen (14) paid holidays. If a holiday is worked or not scheduled to be worked by a particular employee, he or she may take it at any time during the calendar year, and may run consecutive with the employee's vacation schedule. Any employee planning to use a holiday must provide at least a five (5) day notice. Response by the Captain will be no later than twenty-four (24) hours from receipt of request. A request may be made later than five (5) days prior to the date requested, but it may be granted or denied in the sole discretion of the Captain. Each request will be decided on its own merits. The specific holiday schedule shall be subject to approval of the Captain, who will insure the continued efficiency and operation of the Fire Department of the City of Linwood.

~~10B.~~

B. The following holidays will be observed.

- | | |
|------------------------|----------------------------|
| 1. New Year's Day | 8. Columbus Day |
| 2. Martin L. King, Jr. | 9. Election Day |
| 3. President's Day | 10. Veteran's Day |
| 4. Good Friday | 11. Thanksgiving Day |
| 5. Memorial Day | 12. Day after Thanksgiving |
| 6. Independence Day | 13. Christmas Eve |
| 7. Labor Day | 14. Christmas Day |

For calendar years covered by this Agreement, it is understood and agreed by and between the parties that any firefighter who works on the dates indicated for celebration of the above holidays in the respective contract years shall have the option of taking the shift off anytime during the calendar year or submitting an overtime report for that shift and being paid time and one-half, in which case the firefighter shall not have any right to take any time off for that shift.

C. Employees terminating their employment with the City or having their employment with the City terminated by the City shall be entitled to be paid for all accrued holidays on a pro-rata basis. If the number of holidays utilized by an employee exceeds the number to which he was entitled to take by the date of termination, the City shall be entitled to re-coup compensation for the excess number of holidays taken based on the list of holidays and the date of severance.

D. For all hours worked on observed Holidays, part-time employees shall be paid time and one-half of their normal pay rate at that time.

ARTICLE XI

VACATIONS

A. Any full-time employee during his first year of employment shall be entitled to a maximum of six (6) days paid vacation which shall accrue as follows:

One day at the end of the seventh month and one additional day at the end of each subsequent month, up to and including the twelfth month.

B. No vacation days shall be taken prior to the accrual thereof. Thereafter, an employee shall be entitled to a paid vacation according to the following schedule:

Length of service	For full-time employees hired PRIOR to 1/1/2005	For full-time employees hired AFTER 1/1/2005
Beginning the second (2) year of service up to and including six (6) years of service	Thirteen (13) working days paid vacation	Eleven (11) working days paid vacation
Beginning seven (7) years of service	Fifteen (15) working days paid vacation	Thirteen (13) working days paid vacation
Beginning eight (8) years of service	Sixteen (16) working days paid vacation	Fourteen (14) working days paid vacation
Beginning nine (9) years of service	Seventeen (17) working days paid vacation	Fifteen (15) working days paid vacation

Length of service	For full-time employees hired PRIOR to 1/1/2005	For full-time employees hired AFTER 1/1/2005
Beginning ten (10) years of service	Eighteen (18) working days paid vacation	Sixteen (16) working days paid vacation
Beginning eleven (11) years of service	Twenty (20) working days paid vacation	Eighteen (18) working days paid vacation
Beginning sixteen (16) years of service	Twenty three (23) working days paid vacation	Twenty one (21) working days paid vacation
Beginning twenty (20) years of service and subsequent years service thereafter	Twenty six (26) working days paid vacation plus one day for each year over twenty	Twenty four (24) working days paid vacation plus one day for each year over twenty

C. An employee planning to use a vacation day must provide at least a fourteen (14) day notice.

Response by the Captain or his designee will be within seventy-two (72) hours of the date the request is submitted. However, in the event of an unforeseen circumstance, a request may be made within twenty-four (24) hours, which may be granted or denied in the sole discretion of the Captain. If a firefighter submits a request for vacation at least twenty (20) days prior to the requested vacation leave, the Captain or his designee shall respond within seventy-two (72) hours of the date the request is submitted. Any vacation leave approved will not be rescinded to avoid the payment of overtime to assure minimum manning requirements.

D. The employee may use accrued vacation in increments of one (1) hour by making the necessary arrangements with the Captain. Employees must use all accrued vacation days for the current year, within that year. Vacation days may not be carried over to the next year.

E. It is the intent of this Article to assure all employees covered by this Agreement that they shall receive the maximum amount of actual vacation days to which they are entitled. Days on which they are normally scheduled off that fall during the vacation period shall not be computed

1 as part of the vacation. Vacation time may be taken any time during the calendar year, subject to
2 the approval of the Captain.

3 F. Employees terminating their employment with the City or having their employment with the
4 City terminated by the City shall be entitled to be paid for all vacation days accrued on the pro-
5 rata monthly basis. If the number of vacation days utilized by an employee exceeds the number
6 to which he was entitled to take by the date of termination, the City shall be entitled to re-coup
7 compensation for the excess number of vacation days taken based on the date of severance.

8 9 10 ARTICLE XII

11 PERSONAL DAYS

12 A. A personal day is to be used by full-time employees for the purpose of attending personal
13 obligations which cannot be addressed during scheduled working hours. Each employee shall be
14 entitled to three (3) personal days without giving a reason therefore. Personal days are to be
15 allotted on January 1 of each year. Approval of such days will not be unreasonably denied
16 except for reasons related to efficient operation of a department and will be made in the sole
17 discretion of the Captain. Personal days may not be carried over into the succeeding year. Any
18 employee planning to use a personal day must provide at least a five (5) day notice. Response by
19 the Captain will be no later than twenty-four (24) hours after to the date receiving request.

20
21 B. Personal days are in addition to and are not to be deducted from vacation, holidays, comp. or
22 sick leave days.

1 C. It is the intent of this Article to make every effort to grant the personal day to the firefighter
2 requesting same by the Captain.

3 D. Firefighters terminating their employment with the City or having their employment with the
4 City terminated by the City shall be entitled to be paid for all personal days accrued on a pro-rata
5 basis. If the number of personal days utilized by an employee exceeds the number which he was
6 entitled to take by the date of termination, the City shall be entitled to re-coup compensation for
7 the excess number of personal days taken based on the date of severance.

8
9 E. If the employee is terminated by the City for reasons of discrimination he/she will not be paid
10 for accrued personal days.

11 12 13 ARTICLE XIII

14 WORK WEEK and STAFFING

15
16 A. A full-time firefighter's work week as defined in this Agreement shall be one consisting of
17 forty-two (42) hours per week as presently outlined in the work schedule of the members of the
18 Fire Department of the City of Linwood. The work week shall average forty-two (42) hours per
19 week on an annual basis.

20
21 B. The work week shall consist of two (2) ten (10) hour days from 0800 to 1800 followed by
22 two (2) fourteen (14) hour nights from 1800 to 0800 the next day with the following ninety-six
23 (96) hours off.

1 C. All full-time firefighters shall be entitled to two (2) hours overtime each week in recognition
2 of working an average work week of forty-two (42) hours as opposed to forty (40).

3
4 D. A regular part-time firefighter's work week as defined in this Agreement should not exceed
5 30 hours per week on regular basis as presently outlined in the schedule for the members of the
6 Fire Department of the City of Linwood. Should the part-time firefighter work more than 40
7 hours in a work week, they shall be paid overtime as described in the Overtime section of this
8 Agreement.

9
10 E. The forty-eight (48) hour work week is equivalent to a platoon. To maintain staffing for each
11 week, the City schedules four platoons per work week. The City agrees that on a twenty-four
12 (24) hour, seven (7) day per week basis, the paid firefighter staff shall be scheduled to provide a
13 minimum of one (1) firefighter for response to alarms.

14
15
16 ARTICLE XIV

17 SICK LEAVE
18

19 A. Sick leave applies to full-time employees and is hereby defined to mean absence from post of
20 duty by an employee because of illness or exposure to contagious disease.

21 B. An employee may utilize up to a maximum of five (5) accumulated sick days per year for
22 attendance upon a member of the employee's immediate family, seriously ill and requiring the
23 care or attendance of such employee.

1 C. 1. Any employee who shall be absent from work for five (5) or more consecutive working
2 days due to illness, or leave and attendance of a member of the employee's immediate family
3 shall be required to submit acceptable medical evidence substantiating the illness.

4 2. Whenever it appears reasonable to the City, the City may require an employee on sick
5 leave to see the City physician, at the City's expense, to verify the illness.

6 3. If sick leave is not approved for just cause, the time involved during which the employee
7 was absent shall be charged to his vacation, if any, providing the employee agrees.
8 Otherwise, he will suffer loss of his pay for such unauthorized time.

9
10 D. In case of sick leave due to exposure to contagious disease, a certificate from the family
11 doctor shall be required.

12
13 E. Sick leave shall accrue for regular full-time employees at the rate of one (1) eight (8) hour
14 day per month during the first calendar year of employment and fifteen (15) eight (8) hour
15 working days in every calendar year of employment thereafter, and shall accumulate from year
16 to year.

17 F. If an employee is absent from work for reasons that entitle him to sick leave, the Captain or
18 his designated representative shall be notified as early as possible, but no later than four (4)
19 hours prior to the start of the scheduled work shift from which he is absent, except in case of
20 emergency. Failure to so notify may be cause of denial of the use of sick leave for that absence
21 and constitute cause for disciplinary action.

1 G. The term "immediate family" for the purposes of the Article shall include father, mother,
2 step-parent, spouse, child, step-child residing in the same household as the employee, foster
3 child, if any, and relative residing in the employee's household.

4
5 H. Abuse of sick leave shall constitute cause for disciplinary action. An employee
6 who is found to have taken sick leave for days on which he was not sick, and for which he was
7 not taking family sick leave, will be charged with unpaid leave. Repeat occurrences will be
8 treated progressively, and may result in disciplinary action up to and including termination from
9 employment.

10
11 I. Upon separation from service for any reason except termination for disciplinary infractions,
12 an employee hired prior to 1/1/2005 shall receive payment at his last rate of pay for fifty percent
13 (50%) of his accrued and unused sick leave time, provided, however, that no employee shall be
14 so entitled unless he has served a total of ten (10) years. This payment shall not exceed
15 \$15,000.00. However, no employee hired prior to 1/1/05 shall be entitled to accumulate more
16 than a total of one hundred seventy-five (175) eight (8) hour days of sick leave at time of
17 retirement. No employee hired after to 1/1/05 shall be entitled to accumulate more than a total of
18 one hundred fifty (150) eight (8) hour days of sick leave at time of retirement and his separation
19 payment shall not exceed \$10,000.

20
21 J. The City agrees that any firefighter who uses less than four (4) sick shifts in any calendar
22 year shall receive an incentive bonus of \$300.00 to be paid no later than January 30 of the
23 calendar year next following the year in which the bonus was earned.

1 K. Sick Leave Buy-Back. At the option of an employee covered under this Agreement, the City
2 shall buy back up to forty-eight (48) hours of the employee's accumulated sick leave per
3 calendar year as follows:

4 1. The employee shall make a written request to the paid Captain of the Fire Department or
5 his/her designee for payment.

6 2. The rate of pay for this sick leave buy back shall be computed at the employee's hourly rate
7 of pay at the time of the buy back.

8 3. Payment shall be made in a lump sum, within thirty (30) calendar days of the employee's
9 written request.

13 ARTICLE XV

14 FUNERAL LEAVE

16 A. Funeral leave applies to full-time employees. In the event of death of the employee's spouse,
17 child, step-child, parent, or step-parent, the employee shall be granted time off without loss of
18 pay, in no event to exceed five (5) working days provided that said employee attends the funeral.

20 B. In the event of death of the employee's in-laws, foster child, grandparents, sister, brother,
21 grandchild or relative residing in his household, the employee shall be granted time off without
22 loss of pay, in no event to exceed three (3) working days provided that said employee attends the
23 funeral.

1 C. Funeral leave may be extended beyond the three (3) or five (5) working day period without
2 pay at the sole discretion of the Fire Chairperson, Council President, Mayor or City
3 Administrator.

4
5 D. The above shall not constitute sick, holiday, personal or vacation leave and shall not be
6 deducted from the employee's annual sick, holiday, personal or vacation leave. If an employee
7 is to be absent from work for a funeral as noted above, the Captain or his designated
8 representative shall be notified as early as possible, but no later than four (4) hours in advance of
9 start of work shift.

10
11
12 ARTICLE XVI

13 INJURY LEAVE

14
15 A. In the event an employee becomes disabled by reason of a work related injury or illness and
16 is unable to perform his duties, then, in addition to any sick leave benefits otherwise provided for
17 herein, he may be entitled to full pay for a period of up to one (1) year.

18 1. During an occupational injury absence, the employee will receive the difference
19 between the regular city salary and the payments from worker's compensation
20 insurance.

21 2. In the event that payment for Workers Compensation is sent directly to the employee,
22 the employee must immediately notify the payroll department. Arrangements will be
23 made to adjust the employee's total income according to subparagraph "1" above.

1 B. Any employee who is injured, however slightly, while working, if he is able must make a
2 report in writing, prior to the end of the shift thereof to his immediate supervisor. If the
3 employee is unable to do so, his Supervisor shall make such a report. A Supervisor receiving or
4 making such a report will immediately notify administration of the incident and deliver the
5 report. Failure by the employee to make such report may be grounds for denying the employee
6 compensation under this Article.

7 C. The employee shall be required to present evidence by a certificate of a physician designated
8 by the insurance carrier that he is unable to work, and the City may reasonably require the
9 employee to present such certificate from time to time.

10
11 D. If the City does not accept the certificate of the physician designated by the insurance carrier,
12 the City shall have the right at its own cost to require the employee to obtain a physician
13 examination and certification of fitness by a physician appointed by the City.

14
15 E. In the event the City appointed physician certifies the employee is fit to return to duty, injury
16 leave benefits granted under this Article shall be terminated. However, if the employee disputes
17 the determination of the City appointed physician, then the City and the employee shall mutually
18 agree upon a third physician, who shall then examine the employee. The cost of the third
19 physician shall be borne equally by the City and the employee. The determination of the third
20 physician as to the employee's fitness to return to duty shall be final and binding upon the
21 parties. In the event the third physician also certifies the employee fit to return to duty, injury
22 leave benefits granted under this Article shall be terminated.

1 F. In the event any employee is granted injury leave, the City's sole obligation shall be to pay
2 the employee the difference between his regular pay and any compensation, disability or other
3 payments received from other resources. At the City's option, the employee shall either
4 surrender and deliver any compensation, disability or other payments to the City and receive his
5 entire salary payment, or the City shall only pay the difference.

6
7 G. If the City can prove that an employee has abused his privileges under this Article, the
8 employee will be subject to disciplinary action by the City, up to and including termination.

9
10 H. If the employee's injury is due to his failure to wear or utilize Personal Protective Equipment,
11 tools and/or devices supplied by the City, the City may refuse to pay the difference between the
12 employee's salary and Worker's Compensation claims as discussed in Section F above.

13 ARTICLE XVII

14 LEAVE FOR I.A.F.F. MEETINGS

15
16 A. The City agrees to grant time off without loss of regular straight time pay to the Executive
17 Delegate and President of the Association (or appointed alternates) for the purpose of attending
18 the regularly scheduled meetings of the State and District Association and Annual Convention as
19 per N.J.S.A. 11:26C-4, provided that at least seventy-two (72) hours written notice is given to the
20 Captain. The Association shall designate, at the beginning of each year, the Executive Delegate
21 and President. It is specifically understood that the employees so designated under this Section
22 shall not switch shifts in order to receive pay for the purpose of attending said meetings under
23 this Section; and it is also specifically understood that if any such meetings occur on a non-
24 scheduled period, the employee shall receive no pay. It is provided further that the granting of

1 such leave shall not interfere with the operation of the Fire Department of the City. The number
2 of meetings for which time off without loss of regular straight time pay shall be granted shall not
3 exceed one (1) per month

4
5 B. An employee attending any meeting covered by this Article on his off-duty time shall do so
6 voluntarily. The employee and the Association understand and agree that any such off-duty time
7 spent shall not be compensated by the City and Shall not be considered “compensable hours”
8 pursuant to the Fair Labor Standards Act.

9
10 C. The City agrees to grant time off without loss of regular straight-time pay to any employee
11 whose presence is necessary at any mutually scheduled negotiations session, grievance hearing
12 or proceeding, PERC proceeding, or any other meeting jointly scheduled.

13
14 D. It is specifically understood that the employees so designated under Section A or C shall not
15 switch shifts in order to receive pay for the purpose of attending said meetings under this
16 Section; and it is also specifically understood that if any such meetings occur on a non-scheduled
17 period, the employee shall receive no pay.

18
19
20 ARTICLE XVIII

21 LEAVE OF ABSENCE

22
23 A. Any full time employee of the Linwood Fire Department may request a leave of absence
24 without pay from his regular duties for a term up to one (1) year in order to participate in other

1 interests outside the Department, providing that such absence does not conflict with or adversely
2 affect the routine functioning of the Fire Department and the welfare of the City of Linwood.
3 Any employee, who is desirous of applying for such a leave, shall submit to the Captain a written
4 request, stating the reasons for the leave and the proposed period of time involved, at least thirty
5 (30) days prior to the proposed commencement date of said leave, except in the case of illness.
6 In case of illness, written notice shall be given to City Council as soon as reasonably possible.

7
8 B. Any leave of absence from duty is subject to the approval of the Linwood City Council and
9 the Mayor and only if for a position with the county, state or federal government or another
10 public interest organization. Any employee of the Linwood Fire Department may shorten the
11 proposed term of a leave by showing seven (7) days written notice of his intent to do so upon
12 City Council.

13
14 C. Any employee will not qualify for salary raises, promotions, existing benefits or
15 any benefits which may occur or accrue during his absence. An employee who is on an
16 authorized leave of absence may continue to be a member of the Linwood City Group Health
17 program by assuming the full cost of the premiums. However, such a leave will not alter the
18 salary of an employee upon his return and for the purposes of calculating salary, benefits and
19 seniority, the total leave time will be subtracted from the total time of employment.

20
21 D. The City will grant a leave of absence to an employee whenever such leave is required by
22 law to fulfill United States Government Military leaves:

- 23 1. Military Induction Leave. Military induction leave is leave taken as a result of
24 induction into military service, whether by voluntary enlistment, draft or by call

1 or recall to active duty. An employee who is called for extended duty with the
2 National or State Guard or a reserve unit will be considered on military induction
3 leave. Any employee who is inducted into the Armed Forces of the United States
4 and who serves for not more than the prescribed minimum enlistment period (plus
5 any period of additional service imposed pursuant to law) shall be entitled, upon
6 release from service under honorable conditions, to all reemployment rights
7 prescribed by law, subject to the following requirements and conditions:

- 8 a. The individual must have been a regular full time employee.
- 9 b. The individual must have left a job with the city to directly enter the
10 military service.
- 11 c. The individual must be able, currently, to perform the duties of the former
12 position, or, in the event of a service-connected disability, be able to
13 perform the duties of an equally responsible position.
- 14 d. A position exists for which the individual is qualified..
- 15 e. The individual makes application for reemployment within ninety (90)
16 days after honorable discharge or within one (1) year following
17 hospitalization from service-connected disability.
- 18 f. Any employee entering the armed forces will be placed on an unpaid leave
19 of absence for the period of military service specified in Subsection
- 20 g. Employees on military induction leave will not accrue paid vacation or
21 paid holidays; however, the time spent in military service will be included
22 as credited service when the employee returns to employment with the
23 City.

1 h. When an employee is inducted into the military service he or she is
2 entitled to any accrued vacation in the same manner as though terminated.

3 i. Life insurance/medical insurance coverage for employees on military
4 induction leave will cease with the last day of the month in which the
5 employee leaves the active employ of the city, subject to the conditions of
6 the insurance policies

7 2. Annual Military Leave. Annual military leave is taken to fulfill annual
8 training requirements as a reservist in any military component.

9 a. A regular full-time employee will continue to receive his or her salary for up
10 to two (2) weeks in each calendar year in order to fulfill an annual military
11 training obligation as a member of the United States Armed Forces or
12 National or State Guard. The amount of the employee's basic military pay
13 (exclusive of allowances), including longevity pay, for up to two (2) weeks of
14 training will be deducted from the first payroll check that the employee
15 receives following return to work. [Refer to Subsection D b.] The amount of
16 this deduction will not exceed the employee's city salary for the same period.

17 b. If the employee's annual military training period extends beyond two (2) weeks in a
18 calendar year, the additional time must be taken either as vacation or as leave
19 without pay.

20 c. If a holiday occurs within the employee's two-week military training period,
21 the employee may observe the holiday on a later date during the same
22 calendar year. [Refer to Subsection D 3 B.]

23 3. Military Leave Induction

1 a. The employee will furnish a copy of the military orders to the supervisor and
2 to the appropriate Council representative.

3 b. The sign-out of the employee will be completed just as though the
4 employee were terminating, in the event that her or she does not return to city
5 employment. The City Clerk will send a letter to the employee prior to the
6 leave, giving information on reemployment rights, including those provided
7 by the State of New Jersey and federal statutes. Furthermore, the City Clerk
8 will ask the employee to notify the City of the expected discharge date and the
9 expected date of return to work, as soon as these dates are known.

10 4. Annual Military Training

11 a. The employee will furnish a copy of the military orders to the Captain
12 immediately upon receipt of said orders. The employee will provide the payroll
13 office with a copy of the military pay voucher as soon as possible after return
14 from military duty.

15 b. An explanatory memo, signed by the Captain, should accompany the
16 employee's time report when the employee takes a holiday in lieu of the
17 holiday which occurred while absent for military training duty.

18
19
20 ARTICLE XIX

21 SALARIES

22 Salary schedule for the term of this Agreement:

	2010	2011	2012	2013	2014
Inflation raise	4.00%	4.00%	3.50%	4.00%	3.75%
<u>Full-time: (Annual base pay)</u>					
Captain	\$67,660	\$70,367	\$72,830	\$75,743	\$78,583
F/F aft 8 yrs	\$63,395	\$65,931	\$68,238	\$70,968	\$73,629
F/F aft 7 yrs	\$59,381	\$61,756	\$63,917	\$66,474	\$68,967
F/F aft 6 yrs	\$55,362	\$57,577	\$59,592	\$61,976	\$64,300
F/F aft 5 yrs	\$54,189	\$56,356	\$58,329	\$60,662	\$62,937
F/F aft 4 yrs	\$47,326	\$49,219	\$50,942	\$52,980	\$54,967
F/F aft 3 yrs	\$43,308	\$45,041	\$46,617	\$48,482	\$50,300
F/F aft 2 yrs	\$39,290	\$40,862	\$42,292	\$43,984	\$45,633
F/F aft 1 yr	\$35,272	\$36,683	\$37,967	\$39,486	\$40,966
F/F Starting Salary	\$29,000	\$30,000	\$31,500	\$31,500	\$33,000
Probationary	\$26,250	\$26,250	\$27,500	\$27,500	\$28,250
<u>Part-time</u>					
Inflation raise	4.00%	4.00%	3.50%	4.00%	3.75%
Hourly rate	\$21.67	\$22.54	\$23.33	\$24.26	\$25.17

A. All salaries shall be effective on January 1 of each appropriate contract year and shall be paid as of January 1 of each contract year.

ARTICLE XX

E.M.T. ALLOWANCE

A. Any firefighter who is NJ State Certified as an EMT shall receive an annual increment of five hundred dollars (\$500.00). If the firefighter is certified for less than a full year, this amount shall be prorated.

B. The E.M.T. Allowance shall be applied on the basis of the firefighters anniversary date of employment. An employee's base salary rate shall be adjusted to include the E.M.T. Allowance

1 for overtime computation as well as for pension purposes. Such allowance shall be divided by
2 the number of pay checks in any calendar year and paid in the bi-weekly payroll.

3
4 C. In the event the employee fails to maintain the EMT certification the employee shall
5 reimburse the City the \$500.00 increment or the prorated amount if the certification is
6 maintained for some portion of the year.

7
8 D. All fulltime firefighters hired after January 1, 2000 must obtain the NJ E.M.T. certification
9 within the first year of employment. In the event the firefighter fails to obtain the certification,
10 within the first year of employment, the firefighter shall be terminated.

11
12
13
14
15
16 ARTICLE XXI

17 OVERTIME

18 A. Overtime shall consist of all hours in excess of a normal work week, heretofore defined in
19 this Agreement.

20
21 B. All employees covered by this Agreement shall in addition to their base pay be paid at the
22 rate of one and one-half (1 ½) time their straight time hourly rate of pay computed for all
23 overtime hours worked.

1 C. All overtime shall be paid bi-weekly, as earned.

2
3 D. Regardless of normal work week rules previously defined in this Agreement, all employees
4 covered under this Agreement and while off-duty who respond to the following emergencies:
5 “Working or Structure Fires, MVA-Jaws requests, FAST team assignments, Mutual Aid requests
6 or request for additional manpower” incidents that are toned out by the City’s Fire dispatcher,
7 shall be paid one and one-half times their prevailing pay rate at that time for a minimum of one
8 (1) hour up to a maximum of the hours actually worked for that incident.

9
10 E. Overtime or commensurate time off for employees on regular duty will commence after the
11 end of their regularly scheduled workday. The parties recognize and agree that if the City,
12 through the Captain, in its’ sole discretion, changes the employee’s regular workday, overtime
13 will commence at the end of the newly implemented regular workday. However, the parties
14 recognize and agree that the Captain will not change the employee’s regular duty day on a daily
15 or individual basis.

16
17 F. All employees who are required to certify or recertify to keep current, City required state
18 certification, at time other than their regular shift, shall be paid by the City at the applicable
19 overtime rate.

20
21 G. Any firefighter attending firematic or EMS classes or seminars shall be granted the time off
22 without being charged vacation or personal time.

H. Any full-time firefighter attending scheduled Training Drills will receive a minimum of two (2) hours overtime and a maximum of six (6) hours overtime, per month, if not on duty at the time of the drill. The Captain shall create an annual schedule of Training Drills for firefighters and provide a copy of such schedule to the City. Firefighters shall attend a minimum of six Training Drills annually. Part-time firefighters shall be paid at their prevailing rate based on work week rules.

ARTICLE XXII

LONGEVITY

A. Each full time employee covered by this Agreement shall be paid in addition to his annual base salary additional compensation based upon the length of his service and determined according to the foregoing schedule:

<u>Years of Service</u>	<u>Longevity</u>
3 years	\$350.00
Each year after 3 to 30 years	\$350.00 plus \$125.00 for each additional year after 3 to 30 years up to a maximum of \$3, 700.00

B. Longevity pay shall be applied on the basis of the firefighter's anniversary date of employment. An employee's base salary rate shall be adjusted to include longevity pay for overtime computation as well as for pension purposes. Such longevity pay shall be divided by the number of pay checks in any calendar year and paid in the bi-weekly payroll.

C. Longevity pay does not apply to any full time employee hired after January 1, 2005.

1
2 D. The city shall pay a \$350 bonus for any part-time FF who serves over 500 hrs. The city
3 shall pay an additional \$300 bonus for any part-time FF who serves over 750 hrs. The city shall
4 pay an additional \$300 for any part-time FF who serves over 1,000 hrs. per year measured from
5 November 1st thru October 31st so that payment can be calculated in a timely manner for
6 disbursement as noted in section F. below. This section only applies once the part-time
7 firefighter has begun their third year of service.

8
9 E. Subject to a part-time staff of six (6) part-time FF, all part-time FF will be required to work a
10 minimum of three hundred sixty (360) hours in a year or face termination. Should part-time
11 staff increase above six (6) part-time FF, the required minimum 360 hours is subject to a pro-
12 rata reduction. Non-holiday overtime hours are excluded from hour's calculation. Should
13 any part-time FF require a medical leave, their minimum hours are subject to pro-rata
14 reduction.

15
16 F. For part-time firefighters, the longevity or bonus payment will be in a separate check issued
17 with the pay before each Thanksgiving.

18
19
20 ARTICLE XXIII

21 ACTING CAPTAIN

22 A. In the absence of the Captain for more than ten (10) days, an acting captain will be selected
23 from the fulltime firefighters and appointed by the Captain. The Captain shall notify the
24 governing body of such temporary assignment.

1 B. Any firefighter who shall serve as Acting Captain, in the absence of the Captain, for more
2 than 10 days shall be entitled to an additional 10% of the base rate of pay for all hours worked
3 during the period of temporary assignment.

4
5 ARTICLE XXIV

6 COLLEGE ALLOWANCES

7 A. The City and the Association agree that the amount and quality of an employee's education
8 often determines the value of his contribution to the community, and the degree of proficiency
9 with which he performs his duties. In order to provide an incentive to encourage the employees
10 to achieve the advantages of higher education, the City agrees that such employees who receives
11 academic credits for study in any institution of collegiate level which offers a college curriculum
12 leading to or accreditable toward and undergraduate baccalaureate or associate degree in fire
13 science, and which is accredited by the Board of Higher Education, shall be paid a college
14 allowance in the amount of seventy dollars (\$70.00) per year for each credit so received, together
15 with the cost of books necessary to obtain said credits during the employee's employment with
16 the City. Payments for all credits attained and for books shall be made on the first pay day after
17 receiving verification of the grade and credit obtained from the institution, provided, however,
18 that the employee must receive at least a "C" or a "P" in a P/F grading system in order to receive
19 reimbursement.

20
21 B. In addition, any employee joining the Fire Department who has acquired college credits in a
22 field other than fire science shall be compensated for these credits at the same rate as credits in
23 fire science as set forth in the schedule herein below.

1 This provision is not retroactive and shall apply only to those employees joining the Department
2 subsequent to the execution of the Agreement. Further, for such employee to qualify for the
3 increment for college credits, said employee must enroll or study in an institution or college
4 which offers a college curriculum leading to or accreditable toward an undergraduate
5 baccalaureate or associate degree in fire science, which institution or college is accredited by the
6 Board of Higher Education, and said employee must be a matriculating student until a degree is
7 attained. If, for any reason, said employee fails to meet these conditions, he will not be entitled
8 to payment for college credits with the exception of those earned fire science credits.

9
10 C. Preference of training and selection of employees for educational leave will be based upon
11 rank, seniority and availability of courses, but it is expressly understood that every effort shall be
12 made to permit the employees to avail themselves of this educational opportunity on a rotating
13 basis according to said rank and seniority.

14
15 D. The employee further agrees that he must continue within the employ of the City of Linwood
16 for at least one year after he receives reimbursement from the City for the credits attained, and in
17 the event that the employee leaves the employ of the City of Linwood prior to one year after
18 receiving said reimbursement, the employee shall be required to reimburse the City for any
19 reimbursement paid by the City for credits attained within the period of one year prior to his
20 leaving the employ of the

21 City, and the City shall have the further right to deduct the sum from the last pay check of the
22 employee about to leave the employ of the City.

E. This section applies only to full-time firefighters hired prior to 1/1/2005. As an additional incentive for education of the employees of the City, the City shall pay the following sums of money, which shall become and be included as part of the base salary of the employees so attaining the following credits:

<u>No. of Credits</u>	<u>Allowance</u>
16 credits	\$250.00
17 - 32 credits	300.00
33 - 64 credits	600.00
Associate Degree plus 64 credits or 128 credits	900.00
Bachelor's Degree	1,050.00
Master's Degree	1,300.00

F. An employee's base salary rate shall be adjusted to include college incentive pay for overtime computation as well as for pension purposes. Such college incentive pay shall be divided by the number of pay checks in any calendar year and paid in the bi-weekly payroll.

ARTICLE XXV

HOSPITALIZATION INSURANCE

A. It is the City's policy to provide health care protection to its employees. The coverage shall be no less than the present New Jersey Health Benefits Program, NJ Direct 10 Hospitalization Insurance Plan, Delta Preferred Dental Benefits Plan and the Group Vision Care Plan that are effect during the calendar year 2009.

1 B. Until such time as Council changes the coverage by Resolution, full-time employees will
2 receive New Jersey Health Benefits Program, NJ Direct 10 Hospitalization Insurance Plan, Delta
3 Dental, Optical, and Prescription coverage, as well as life insurance coverage.

4 1. Employees Hired Before Adoption: Full-time employees whose employment
5 commenced prior to passage of the ordinance that adopts these rules will receive the
6 Coverage for themselves and their families, at City Expense.

7 2. Employees Hired After Adoption: Full-time employees whose employment
8 commenced after passage of the ordinance that adopts these rules will receive the
9 Coverage for themselves at City expense. . An employee may select to have his/her
10 eligible dependents also covered under the health insurance plan, however, if the
11 employee so selects, he/she shall contribute through the following payroll deduction:
12 \$100.00 per month. Either of these contributions shall be for the employee's first five
13 (5) years employment. Commencing an employee's sixth (6th) year of employment,
14 the City shall provide the health insurance plan for the employee and his/her
15 dependents at no cost to the employee.

16 3. Spousal Benefits after Retirement. All full-time firefighters upon completion of
17 twenty-five (25) years of service with the City of Linwood, will receive 100%
18 Coverage for the employee and for their spouse, 50% borne by the employee and the
19 remaining 50% borne by the City.

20 4. Prescription Coverage. Full-time employees and family shall pay prescription costs
21 at the following rates which apply to each prescription: zero (\$0.00) for mail-order,
22 seven (\$7.00) for generic and ten (\$10.00) for brand name.

23 5. Waiver of Coverage. Full time employees who choose to withdraw or not enroll
24 in health coverage with the City shall receive an amount payable each calendar year as more
25 specifically set forth in Ordinance 14 of 2009 and any amendments thereto.

1
2
3 ARTICLE XXVI

4 CLOTHING ALLOWANCE

5 A. It is agreed that a clothing allowance for all uniformed employees will be given at four
6 hundred fifty dollars (\$450.00) per year for full-time firefighters and two hundred and fifty
7 dollars (\$250.00) per year for all part-time firefighters to purchase and replace uniforms, as
8 necessary, provided, however, that the employees submit bills verifying the amounts of money
9 spent for the purchase and replacing of uniforms. The clothing must conform to Captain's listing
10 of approved station ware.
11

12 B. 1. If an employee loses or damages any equipment while on duty, and such loss or damage is
13 not due to negligence or carelessness, and said employee wishes to file a claim for
14 reimbursement, said claim must be filed with the Captain within twenty-four (24) hours of the
15 occurrence.
16

17 2. The City agrees to respond to any claim within thirty (30) days, as to whether or not the
18 City accepts responsibility and liability for replacement, whether or not the City will agree to
19 replace the equipment, and the availability and time frame for replacing said equipment if the
20 City accepts liability for the replacement.
21

22 3. The City agrees to bear the cost of replacement for any City issued equipment lost or
23 damaged if said loss or damage occurs while the employee is acting in his line of duty and is not
24 due to negligence or carelessness.

1
2 C. All new employees shall be supplied, at city expense, one (1) complete set of NFPA
3 approved Personal Protective Equipment to include Coat, Bunker Pants, Boots, Helmet, Gloves,
4 Hood, Suspenders, Accountability Tag in addition to an appropriate amount of NFPA approved
5 station wear.

6
7 D. All Personal Protective Equipment and station wear shall meet the standard, whether existing
8 or promulgated during the term of this Agreement, which provides the highest level of worker
9 protection from among federal, state, provincial or voluntary consensus standards.

10
11
12
13 ARTICLE XXVII

14 COURT APPEARANCES

15
16 A. All employees shall be required to wear full uniform for all job related Court appearances,
17 whether scheduled when they are on or off duty.

18
19
20 ARTICLE XXVIII

21 DUES DEDUCTION AND AGENCY SHOP

22 A. The City agrees to deduct from the salaries of its employees, subject to this Agreement, dues
23 for the Association. Such deductions shall be made in compliance with NJSA (R.S.) 52:14-
24 15.9e, as amended.

1
2 B. A check-off shall commence for each employee who signs a properly dated authorization
3 card, supplied by the Association and verified by the City Treasurer during the month following
4 the filing of such card with the City.

5
6 C. If during the life of the Agreement there shall be any change in the rate of membership dues,
7 the Association shall furnish the City written notice thirty (30) days prior to the effective date of
8 such change and shall furnish to the City either new authorizations from its members showing
9 the authorized deduction for each employee, or an official notification on the letterhead of the
10 Association and signed by the President of the association advising of such change deduction.

11 D. The Association will provide the necessary "check-off authorization" form and the
12 Association will secure the signatures of its members on the forms and deliver the signed forms
13 to the City Clerk.

14
15 E. Any such written authorization may be withdrawn at any time by filing of notice of such
16 withdrawal with the City Clerk. The filing of Notice of withdrawal shall be effective to halt
17 deductions in accordance with NJSA 52:14-15.0e, as amended.

18
19 F. The City agrees to implement an agency shop in accordance with Chapter 477 of the laws of
20 1979, with a representation fee for non-member employee's equivalent to 85% of the regular
21 membership dues, fees and assessments. The Association, in exchange for the implementation of
22 said agency shop, agrees to hold the City harmless against any and all claims or suits, or any
23 other liability occurring as a result of the implementation of this agency provision.

1
2 ARTICLE XXIX

3 DISCIPLINARY PROCEDURES

4 A. In an effort to insure that departmental investigations are conducted in a manner which is
5 conducive to good order and discipline, the following rules re hereby adopted.

- 6 1. Any formal fact-finding interview or interrogation of a member of the department shall
7 be at a reasonable hour, preferably when the member of the department is on duty,
8 unless the exigencies of the investigation dictate otherwise.
- 9 2. The formal fact-finding interview or interrogation shall take place at a location
10 designated by the Chief of the Fire Department. Usually it will be at Fire Headquarters
11 or the location where the incident allegedly occurred.
- 12 3. The member of the department shall be informed of the nature of the investigation
13 before any formal fact-finding interview or interrogation of that member commences,
14 when disciplinary action is contemplated. Sufficient information to reasonably apprise
15 the member of the allegation shall be provided. If it is known that the member of the
16 department is being questioned as a witness only, he shall be so informed at the initial
17 contact.
- 18 4. The formal fact-finding interview or interrogation shall be reasonable in length.
19 Reasonable respite shall be allowed.
- 20 5. If a member of the department is under arrest or is likely to be, that is, if he is a suspect
21 or the target of a criminal investigation, he shall be immediately warned of all of his
22 constitutional rights pursuant to the Constitution of the United States and of the State of
23 New Jersey and immediately be permitted to consult with counsel of his own choosing

1 prior to any questioning taking place. Reimbursement of counsel costs, if any, will be
2 in accordance with New Jersey Statutes.

3 6. Members shall not be suspended or suffer any loss in benefits until after said member
4 has had a disciplinary hearing and has been found guilty, except in cases of a severe
5 nature, when the Chief and/or Captain deems the suspension of the member an
6 immediate necessity for the safety of the public or the welfare of the Department. The
7 Chief or the Captain shall immediately submit a report explaining such action to the
8 City Administrator and a copy of said report shall be made available to the member
9 upon submission to the City Administrator.

10
11 B. A member who is the subject of a disciplinary investigation may not be required to prepare
12 reports other than reports filed in the normal course of business which deal with the subject
13 matter of the investigation, until after he has had reasonable opportunity to consult with his own
14 counsel.

15
16 C. Nothing herein shall be construed to deprive the Department or its' firefighters
17 to conduct the routine and daily operations of the Department.

18
19 D. Discipline shall be grievable and arbitrable in accordance with and pursuant to law.

20
21
22 ARTICLE XXX

23 PERSONNEL FILES

1 A. The City shall establish personnel files or confidential records which shall be maintained
2 under the direction of the Captain.

3 B. Employees covered under this agreement may, by reasonable request during normal business
4 hours, review in the presence of the Captain any written material other than pre-employment
5 material which may be contained in his personnel file. The request must be made through the
6 normal chain of command. Upon request, an employee is entitled to receive a copy of any
7 material in his personnel file, other than pre-employment material.

8
9 C. Whenever a written complaint concerning an employee is placed in his personnel file, a copy
10 shall be furnished to him and he shall be given the opportunity to rebut same in writing if he so
11 desires.

12
13 D. Any material in a personnel file that has not been subject to a departmental hearing shall be
14 grievable up to and including Step Four of the Grievance Procedure.

15
16 E. There shall be no other personnel file containing material not subject to inspection by the
17 firefighter.

18
19
20 ARTICLE XXXI

21 MISCELLANEOUS

22 A. CONTINUATION OF BENEFITS NOT COVERED BY THIS AGREEMENT All
23 conditions not covered by this Agreement shall continue to be governed, controlled and
24 interpreted by reference to the City Charter, Ordinances, Rules and Regulations of the Fire

1 Department of the City, and any present or past benefits which are enjoyed by employees
2 covered by this Agreement, that have not been included in the contract, shall be continued.

3
4 B. SAVINGS CLAUSE Each and every clause of this Agreement shall be deemed separable
5 from each and every other clause of this Agreement to the extent that in the event any clause or
6 clauses shall be finally determined to be in violation of any law, then in such event, such clause
7 or clauses, only to the extent that any may be so in violation shall be deemed of no force and
8 effect and unenforceable without impairing the validity and enforceability of the rest of the
9 Agreement, including any and all provisions on the remainder of any clause, sentence or
10 paragraph in which offending language may appear.

11
12 C. HEADINGS All headings contained herein this Agreement are intended to be for ease of
13 reference and are for identification purposes only. No heading shall be construed to being
14 material to interpretation to this Agreement.

15
16 D. DEPUTY DIRECTOR OF EMERGENCY MANAGEMENT APPOINTMENT The City
17 has the right to appoint the position of Deputy Director of Emergency Management and agrees to
18 make this appointment from the employees within the City's Fire Department. The stipend
19 associated (currently as of 5/1/2005 the stipend is \$1,000 annually) with the position herein shall
20 continue. In exchange for the stipend, the employee appointed to the Deputy Director of
21 Emergency Management position agrees that time spent performing the duties of the position
22 shall not constitute "compensable" hours for the purposes of overtime pursuant to the Fair Labor
23 Standards Act.

1
2 ARTICLE XXXII

3 NON-UNION EMPLOYEES and SENORITY

4 A. NON-UNION EMPLOYEES. No non-union personnel shall perform the duties done
5 ordinarily by employees in the Association except for purposes of instruction or bona-fide
6 emergencies. This does not apply to mechanical repairs on equipment or facilities undertaken by
7 members of the Linwood Volunteer Fire Company #1.

8
9 B. SENORITY. In all cases or any decrease or increase in the work force, for scheduling
10 preference and in the case of promotion, the main factor to be considered will be continuous
11 service within the Fire Department. Other factors will also be considered in addition to those
12 listed herein, namely current position, job performance and qualifications for the position.

13
14
15
16
17 ARTICLE XXXIII

18 FULLY-BARGAINED AGREEMENT

19 A. This Agreement represents and incorporates the complete and final understanding and
20 settlement by the parties of all bargainable issues which were or could have been the subject of
21 negotiations. During the term of the Agreement, neither party will be required to negotiate with
22 respect to any such matter, whether or not covered by this Agreement, and whether or not within
23 the knowledge or contemplation of either or both parties at the time they negotiated or signed
24 this Agreement.

1

2 B. This Agreement shall not be modified in whole or in part by the parties except by an
3 instrument in writing executed by both parties.

4

1 ARTICLE XXXIV

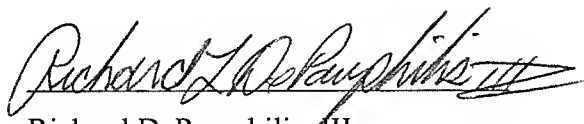
2 DURATION OF AGREEMENT

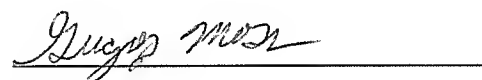
3 A. This Agreement shall be effective as of and retroactive to January 1, 2010 and shall continue
4 in full force and effect through December 31, 2014.

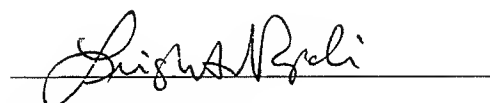
5
6 B. The parties agree that negotiations for a successor agreement modifying, amending, or
7 altering the terms and provisions of this Agreement shall commence no later than one hundred
8 twenty (120) days prior to the date on which this collective bargaining Agreement is to expire.
9 At least three (3) negotiation sessions must take place before either party can file for Interest
10 Arbitration with the Public Employment Relations Commission (PERC). The terms of this
11 Agreement and all practices shall remain in full force and effect until said successor agreement is
12 reached.

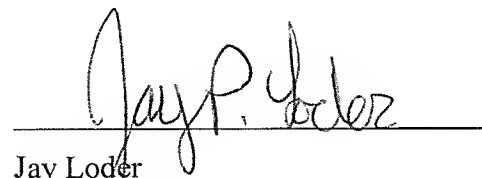
13
14 City of Linwood

IAFF Local #4370

15
16 
17 Richard DePamphilis, III
18 Mayor


Gregory Moss
Local Secretary

19
20 
21 Leigh Ann Napoli
22 RMC, Municipal Clerk
23


Jay Loder
Local President

1 APPENDIX A

2
3 City of Linwood

4
5 Job Description: Firefighter

6 Dated: 3/1/2005

7
8 GENERAL STATEMENT OF DUTIES: Performs intermediate public safety work engaging
9 directly in fire fighting and other emergency calls; maintains fire stations and equipment; does
10 related work as required.

11
12 DISTINGUISHING FEATURES OF THE CLASS: This is general duty firefighting work in
13 combating, extinguishing, and preventing fire. The employees in this class are responsible for the
14 protection of life and property through firefighting activities usually performed under close
15 supervision. Work requires performance of hazardous tasks under emergency conditions while
16 wearing SCBA which may involve extreme exertion under such handicaps as smoke and
17 cramped surroundings. A large part of duty time is taken up in pre-planning sessions, training,
18 and maintaining equipment and quarters.

19
20 REPORTS TO: During non-emergency duty time, reports to City's paid Captain or his designee.
21 During fire fighting and other emergency calls, reports to the Chief of the Linwood Volunteer
22 Fire Company #1 or the Incident Commander if the Chief is not in command at the incident. In
23 the absence of a Chief Officer, the City's Firefighter performs the task of Incident Commander.

24
25 SPECIAL REQUIREMENTS: A minimum of one years' experience in fire or emergency service
26 work. Must possess a valid NJ state driver's license and have passed/completed NJ Fire Fighter I
27 and ICS-200.

APPENDIX B

City of Linwood

Job Description: Captain

Dated: 3/1/2005

GENERAL STATEMENT OF DUTIES: The Captain will perform administrative and supervisory work in planning, organizing, directing the activities of the Fire Department and does related work as required to supervising the paid employees of the Fire Department for the City of Linwood. While working a duty shift, the Captain performs intermediate public safety work engaging directly in fire fighting and other emergency calls; maintains fire stations and equipment; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This is City of Linwood's appointed supervisor who, in addition to general duty firefighting work in combating, extinguishing, and preventing fire, supervises the paid employees of the Fire Department for the City of Linwood. The employees in this class are responsible for the protection of life and property through firefighting activities while having additional duties such as:

- a. firefighter scheduling,
- b. approval of firefighter time cards,
- c. approval of overtime,
- d. creation and maintenance of daily duty listings,
- e. development and implementation of training programs,
- f. overall supervision of employees' daily duties and job performance; and
- g. appointing of an Acting Captain as needed.

Work requires performance of hazardous tasks under emergency conditions while wearing SCBA which may involve extreme exertion under such handicaps as smoke and cramped surroundings. Considerable knowledge of applicable laws, ordinances, departmental standard operating procedures and regulations; ability to train and supervise subordinate personnel; ability to communicate effectively orally and in writing; ability to establish and maintain effective working relationships with other employees, supervisors and the public. Proven ability to perform work related duties unsupervised. A large part of duty time is taken up in pre-planning sessions, training, and maintaining equipment and quarters.

REPORTS TO: During non-emergency hours, reports to City Administrator. During fire fighting and other emergency calls, reports to the Chief of the Linwood Volunteer Fire Company #1 or the Incident Commander if the Chief is not assuming command at the incident. In the absence of a Chief Officer, the City's Captain performs the task of Incident Commander.

City of Linwood

Job Description: Captain, continued

Dated: 3/1/2005

- 1 SPECIAL REQUIREMENTS: A minimum of five years' experience in fire or emergency service
- 2 work, preferably equivalent to Lieutenant or higher. Must possess a valid NJ state driver's license
- 3 and have passed/completed NJ Fire Fighter I and ICS-200 or equivalent.